



LACA LAND NEWS

SPRING 2011 ISSUE

The Director's Desk—Jon Bowers

Welcome to LACA's Spring Newsletter!

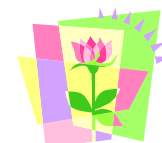
I would like to take this opportunity to welcome two new LACA member school districts: East Muskingum Local Schools and Crooksville Exempted Village Schools. This brings our total number of member schools to sixteen. While it is very exciting to see growth at LACA, I want to assure you that we are just as dedi-

cated as ever to providing every user in every school with personalized service. The staff at LACA take great pride in making sure that your needs are being met. If you call LACA and get a busy signal, please let me know so that we can plan for increased phone capacity - jbowers@laca.org. When emailing LACA, please be sure to use our distribution lists to ensure that someone from the service team gets your message and responds.



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All LACA Users

NEVER GIVE OUT YOUR USERNAME AND PASSWORD THROUGH EMAIL

PLEASE NOTE: LACA will never ask you to send your username or password to us through email. Please protect your information and **NEVER** send your username and password to **ANYONE** through email. This applies

to your personal life as well. Banks, credit card companies, and other financial institutions will never ask for your username/password through email for any reason. No matter how urgent the email sounds, it is fake if it asks you to reply with your username and password. If you have questions about this please contact LACA at 740-345-3400. Thank you.



Our Vision:

The Licking Area Computer Association is the leader in building strong partnerships to create a highly personalized, resource rich educational network for the K-12 community.

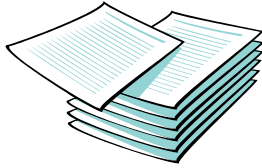
Help our school...

Help our teachers...

Help our students...

To learn!

DASL Updates



If you are in need of Transcript or Report Card paper, we have some available at LACA and will only be ordering more as needed! Please let us know as soon as possible how many reams you will need (500 per ream) to finish out the school year.

The following reports are provided for you in BEAR at the end of each year; R101—Student Roster, R110—Student Fee Summary Report, R305—Principals Report of Enrollment, R309A—Detail Attendance Register, R311—Student Absence Statistics Report, R322a—Student ADM & SDA Report for

ABSE, R700—Permanent Grade Labels, R702—Transcripts for Seniors, R702—Transcripts for All Active Students, FS Report, FD Report. If you would like any additional reports made available for you, please let us know and we will add them to our list!

ProgressBook Services

As this school year comes to a close we are already planning for the next! Principals, please make sure the 11–12 sign-off sheet is returned to LACA by August 5th to ensure ProgressBook is set up correctly for the first day of

school. Also, any elementary report card changes will need to be turned in by July 1st. If you have any ProgressBook questions or if you would like to schedule training, please contact us at progressbook@laca.org.

Special Services (SpS)



We are eagerly awaiting the next update which will include expandable boxes for Special Ed forms! We expect it sometime in May.

Helpful hint: When working in SpS, remember to use the “Contact us” link any time you have a problem, question or suggestion for SpS. This is a great way to send a quick

email to the LACA ProgressBook team. Please contact the LACA ProgressBook Team to schedule your staff training for next school year.

D3A2

LACA has scrubbed and uploaded each District’s most current test data and current class lists in D3A2. Teachers and administrators can now

log in to D3A2, locate students in their current classes, and view their up-to-date testing data.



Student Services Important Dates:

Next DASL Release	April 2011
ProgressBook 10.3 Release	May 2011
EMIS Year-end Reporting (N)	5/6 to 7/15/2011
EMIS Graduate Reporting (G)	5/27 to 11/18/2011
EMIS Financials Reporting (H)	7/1 to 9/30/2011



EMIS Update

It's spring and EMIS is in full bloom. As we prepare to end another school year, we need to make sure everything is complete for EMIS reporting.

Upcoming Meeting Dates:

May 26 – EMIS Coordinator's Meeting

June 23 – EMIS Coordinator's Meeting

Things you can do now:

- Enter all membership codes
- Keep up on Discipline
- Obtain lists of students who did not take the State tests and enter their records with the appropriate waiver code
- Obtain lists of students who took tests with accommodations
- Enter all Special Education Events dates between 6/1-5/31



Happy Spring!

Fiscal Services

Fiscal Year 2011 is quickly coming to an end. Here are some closing items that you can be doing now to make the closing process a lot easier.

Payroll Fiscal Year Pre-Closing:

1. Cost of Life Insurance over \$50,000
 - a. For any employee that will be retiring at fiscal year end
2. EMIS Staff Reporting – final extract must be done prior to close
3. Run STRSAD option 1 – Projection to verify the days in contract on jobs to be advanced will be completed by June 30th
4. Register with STRS to complete Recap Sheet online
5. Create job calendars for 2010-2011 school year
6. Start on your New Contracts
7. Send Salary Notices to all employees by June 30th
8. SERS Employers Surcharge
 - a. Validate that the Surcharge exempt flag on all employees 400 SERS DEDSCN records is set correctly
 - b. Run SURCHG to get a report of the estimated SERS surcharge

Accounting Fiscal Year Pre-Closing:

1. Request Information from County Office
2. Run VALACT
3. Update the EMIS Fund Categories
 - a. Run EMISFCAT to get a list of all funds and their associated fund categories
 - b. Update on USASCN/CASHSCN or USASWeb
4. Enter next year's proposed appropriations amount using APPROP
 - A. Run verification reports

B. USAS_DTR/USAS_DTRAC/APPR_RCVBL and/or USAS_LCL/APPCOM

5. Close out all possible "Open" purchase orders
6. Void any outstanding checks if necessary

Equipment Inventory Fiscal Year End Pre-Closing:

1. Run EIS304 – Asset Listing Report
 - a. Select non-capitalized items with original cost greater than your threshold amount
 - b. This will give you a list of items that should be capitalized but are not
2. Verify items purchased in USAS with items added to inventory EIS
 - a. Run BUDLED for EIS fiscal year specifying the 6XX and 7XX objects
 - b. Run EIS304 or EIS203 for acquisition date in current year (Numbers may not be an exact match but items can be compared)
 - c. Check Board Minutes to ensure all donated items have been added
 - d. Check Board Minutes to ensure all disposed items have been posted



IVDL (Interactive Video Distance Learning) Updates



The world of video conferencing and distance learning continues to be exciting and ever-changing! This section will provide several project updates as well as some reminders for your building as we near the end of the year! In addition to the many opportunities, please be reminded that Michele is available for video conferencing professional development on -site, to be a cheerleader for video conferencing usage! Please call Michele at 330-308-9939 ext. 8220 to schedule a Professional Development date at your site.

FLAP Grant: We are heading into our final year of the Mandarin Chinese Foreign Language grant. Our original grant partners will be receiving 3 sections of Mandarin Chinese this year, and several have begun to plan for continuing this language after the completion of the grant provisions. As we continue to provide Mandarin Chinese through video conferencing, we will now have an additional teacher housed at Northridge Local Schools for next year.



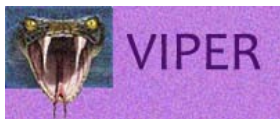
AP Course Waiver: The Ohio Learns project has provided money for Ohio students in public schools to take AP courses through its clearinghouse, free of charge for the upcoming school year. These courses are intended to be online, however, when a group of 10 students choose the same AP course, we have been able to use these funds to provide a course through interactive video distance learning. We have one district still considering AP Spanish for a group of 12 students through this state project. If you have any students still interested in signing up for an AP course, please contact us, so that we can attempt to group these students in such a way as to provide this AP course through IVDL.

Content Scheduling: Marilyn has started to send out reminders for summer scheduling dates, and several content providers open and close slots for the YEAR in one day. The Live from the Heart session information has already been sent out to video leads and COSI autopsy & knee surgery information will be sent to the video leads once their 2011-12 schedule has been posted. If you think your district will be scheduling any surgeries through video conferencing, it is CRITICAL that you email Marilyn with the required information so that we have all the scheduling information in front of us. Please continue to use VIPER for all content requests, when possible, as that is an essential communication tool. Remember also that all

connection information for your content sessions are recorded in VIPER so that at any time if you have questions on how to connect you simply need to check the full schedule for all the details. A video lead meeting will be scheduled again for the early part of the 2011-2012 school year. You will want to make sure that your video leads from each building attend and that everyone who needs to be trained again on VIPER will be in attendance. Details for this meeting will be sent out in August. If you have changes in video leads, please make sure we have the updated contact information for them.

Distance Learning Courses: There are still many courses available through distance learning, and just a few include: French, AP Physics, American Sign Language and Mandarin Chinese. If you are looking for a course, PLEASE contact us so that we can help you to find it via Interactive Video Distance Learning!

Video Border Proxy: LACA is rolling out an enhancement to our Interactive Video Distance Learning program that will improve reliability of videoconference connections and safeguard equipment from security risks. Over the past year, we have implemented a Polycom Video Border Proxy, a firewall dedicated to IVDL traffic. It's a major improvement over our existing firewall structure because the VBP actively manages all of the communication as it takes place. Compatibility issues we've seen in the past between different equipment makes are a distant memory, which means calls are more stable and reliable. Enhanced features, such as computer content sharing through video, work much better through the VBP. The VBP also serves as a gatekeeper (think of a phone system with extensions). The gatekeeper will allow LACA to recover about 90 public IP addresses, as we switch to a dialing plan using one public address + extension. This new plan has been implemented in some districts, and will continue throughout the summer. Contact Dave Stein or Robert Rittenhouse at ivdlorders@laca.org with any IVDL-related questions.



Library Services

I would like to recognize the following teacher/librarians who will be retiring after the 2010/2011 school year.

Judy Smith— Maysville
Jill Merry— St. Francis De Sales
Sandy Stoker— Wilson Middle School, Newark
Julie Link— Tri-Valley High School
Kathy DeVold— Heritage Middle School, Newark
Shirley Fee— Carson and Hillview Elementary Libraries
Betty Wise— Cherry Valley and McGuffey Elementary Libraries



It's been a pleasure to work with them all!

LACA will be hosting another Summer Technology Workshop in June. The dates are June 16 for elementary and June 17 for middle/high school. The cost for the workshop is \$50.00 per day. Session information and registration forms have gone out through email. For more information contact Trish Baker, pbaker@laca.org or Jane Galbraith, jgalbraith@laca.org.



LACA will be hosting three upcoming iPad workshops. The three workshops are filled but if you are interested in LACA providing more iPad workshops in the future, please contact Trish Baker, pbaker@laca.org or Meghan McLeish at mmcleish@laca.org.

Technology Services

Make Sure You Are Getting All LACA Email Features on Your Phone

When configuring your phone to send/receive LACA email, make sure you are setting up an Exchange connection, or you will not be synching all three main email items (MAIL, CALENDAR, and CONTACTS) between your phone and your LACA email. If you configure an Exchange connection, and you make a change to your calendar or add a new contact in LACA email, it will show up on your phone automatically, and vice-versa. If you set up an IMAP or POP3 connection, all you are getting is email. And if you set up a POP3 connection, all email will most likely be downloaded to your phone and will disappear from your LACA email, so we do not recommend using POP3 as the connection type.

Exchange setup is different depending on which phone you have (iPhone, Droid, Palm, etc). Some phone email setups will have an option named "Exchange", while others call it "ActiveSync" or "Corporate Sync". To set up an Exchange connection, you will need to know four basic pieces of information:

Username	= Your LACA username...the part of your email address in front of the @. Example: For jdoe@laca.org , the username would be "jdoe"
Password	= Your LACA email password
Domain	= OURGANG
Server	= OWA.LACA.ORG

Where you enter this information is different on every phone. Also note that some phones will have DOMAIN\USERNAME in a single box, rather than have two separate boxes. You enter them together, separated by a forward slash:

Example : OURGANG\JDOE

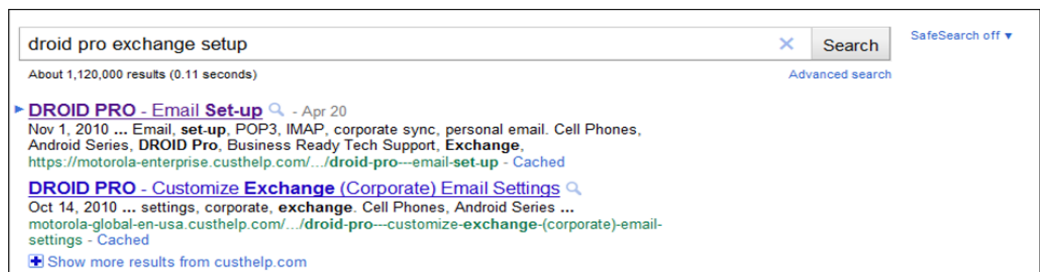
These four bits of information, along with your phone's user manual, should give you all you need to set up your phone for LACA email, calendar, and contacts. LACA has documents for many popular phones available on our website at <http://www.laca.org/services/email/>. Just click on the icon for your phone.



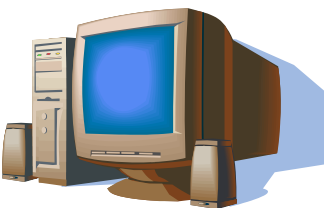
Technology Services Cont.



New phones come out all the time, and it is really difficult for LACA to create exact walkthroughs for each and every model/version that exists. If you find your phone does not match any of the documents we have, you can do a Google search for your exact phone model and “exchange setup”, and you will most likely find a nice step-by-step walkthrough for that model of phone somewhere. The walkthrough will not show LACA-specific information, but all you have to do is substitute those four basic bits of information (username, password, domain, and server) given above to make it work for LACA.



Be Sure to Secure Your Home Wireless Router



Many people have wireless routers at home, but do not understand the security risks associated with them. Out of the box, most routers are configured to be “wide open”. No security is in place, so it is very easy for you to connect and start using the wireless router. Many people stop at this point...”Hey, it’s working!!”

This easy, out-of-the-box setup is good for the manufacturer, since it reduces the technical support calls they have to take. However, if the router is left “wide open”, anyone within range of the router can also easily connect and use YOUR internet access. This includes neighbors, someone in a car outside your house with a laptop, someone walking by with a wi-fi capable cell phone or iPad, etc). If this uninvited guest is of questionable moral values, they may be conducting illegal activities through your connection without your knowledge. If the action is bad enough for authorities to take notice, they will trace it back to you as the prime suspect (and why not, it came from YOUR internet connection, right?)

There are a few things you can do to minimize your risk when setting up a home wireless router.

1. Change the default administrator password on your wireless router. The password that each router ships with is usually something simple like “admin” or “password” that is printed in the manual (so everyone knows it). Set it to something unique that only you know.
2. Configure a unique SSID name for your router, and optionally, disable broadcasting of this SSID. If you disable broadcasting, you will not see the router automatically in the list of available wi-fi connections. You will have to manually configure your laptop or other devices to connect to this SSID. This is one level of security...if no one knows it is there, they won’t try to break into it.
3. Use WPA-2 encryption with a strong password (combination of digits, uppercase, lowercase, and punctuation). If WPA-2 is not available, use WPA. Do not use WEP if you have choices of WPA. WEP is easily broken and not a good choice for encryption in today’s world.

Technology Services Cont.

4. Configure MAC filtering. Each wireless device (laptop, phone, iPad, Wii, etc) has a unique hardware address called a MAC address. It is a 12-digit/letter address usually shown in the format : 0123.4567.89AB or 01-23-45-67-89-AB

You can set your wireless router to only allow connections from a list of MAC addresses that you pre-configure. All others are rejected. We understand this is a more advanced technique, so only do this if you feel comfortable doing so.

Consult the manual for your wireless router to find out how to enable these features, as they are different on each model/version of wireless router. If your wireless router is provided by your Internet provider (Windstream, Roadrunner, etc) contact their technical support and ask for assistance configuring these security features, otherwise, contact the manufacturer's technical support if you need help.



LACA Contact Information

Joey Alexander, Network Manager	ext. 216	jalexander@laca.org
Trish Baker, Media Resources Coordinator	ext. 214	pbaker@laca.org
Jon Bowers, Executive Director	ext. 223	jbowers@laca.org
Chad Carson, Technology Director	ext. 215	ccarson@laca.org
Jeff Davis, Director of Operations	ext. 222	jeffdavis@laca.org
Jerry Eby, Student Applications Manager	ext. 210	jeby@laca.org
Melody Hewitt, Fiscal Coordinator	ext. 212	mhewitt@laca.org
Mary Knicely, Administrative Applications Manager	ext. 211	mknicely@laca.org
Leanne Maziar, Administrative Assistant	ext. 225	lmaziar@laca.org
Meghan McLeish, Student Services Support Coordinator	ext. 219	mmcleish@laca.org
Elizabeth Petty, K-12 Classroom Data Manager	ext. 224	epetty@laca.org
Robert Rittenhouse, Network Coordinator	ext. 220	rrittenhouse@laca.org
Dave Stein, Network Coordinator	ext. 217	dstein@laca.org
Michaelene Vincent, Student Services Support Coordinator	ext. 213	mvincent@laca.org

**LACA Closed
For
Staff Retreat
May 27
&
Memorial Day
May 30**



195 Union Street, Suite C-2
Newark, OH 43055
Phone: 740-345-3400
Fax: 740-345-3427
www.laca.org

**Have a Great Summer
from the
LACA Staff!**

